

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

September Reports and Reminders

Approved by: State Executive Director

**1 Report Policy****A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action**A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
November 1, 2004	County Offices

**Administrative
Reports**

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
	None

**Compliance/
Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
September 10	FSA-569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from August 1 through August 31. Negative reports are NOT REQUIRED .
September 10	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev. 2), Par. 801 and Exhibit 1. This report should cover activity from August 1 through August 31. Negative reports are NOT REQUIRED .

**Conservation
Reports**

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
September 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
September 1	CRP Managed Haying and Grazing Report (OK Notice CRP-569, Subparagraph 5 L
September 1	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).

Farm Loan Programs Reports The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
September 25	Borrower Training Report OK Notice FLP-406

Outreach Reports The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are NOT REQUIRED .

Price Support Reports The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
September 8	Commodity Loan/LDP Spot-Check Report for August. Negative reports are REQUIRED .

Production Adjustment Reports The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
Sept. 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.
Sept. 25	Submit reports required by 2-CM (Rev. 5) subparagraph 520 B to the State Office.
Sept. 30	Report MIQ925-001 shall be submitted to ensure all reconstitutions have been processed before farm crop rollover. 2-CM (Rev.5) subparagraph 520 B.

Administrative Reminders The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of September:

Reminder
115-FI (Rev. 5) para. 35 D states: on the first workday if a new FY (October), County Offices shall print the entire CCC-514 ledger for the prior FY and file according to 25-AS
4 th Quarter reports will be due in October.

Compliance/ Peanut Reminders The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of September:

Reminder
The Dispute Resolution Activity Report will be due in the State Office on October 8, 2004 according to Notice APP-37. This will include all activity from October 1, 2003 through September 30, 2004.

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of September:

Reminder
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions. (2-CRP, Part 6)
The last day for managed haying is September 1, 2004. The acreage is considered hayed when the grass forage is placed in a windrow.
All hay must be removed from the fields that were managed hayed by September 11, 2004.
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
Complete CRP Prepayment Reports (1-CRP, paragraph 354)
Publicize CRP haying and grazing provisions. (2-CRP, Part 13)
All CRES and CCC reconciliation activities, in preparation for rollover, are to be completed by September 30, 2004. A notice is forthcoming.
All FY 2004 allocations and allocations for EOA's and state administrative transfers must be on county office ledgers by September 1, 2004.
The last day to record EQIP contract approval dates, EOA modifications, terminations, and related financial transactions, revised practice schedules, and expiration dates is September 15, 2004.
The last day to take EQIP applications is September 30, 2004, unless local agreement provides for receiving on behalf of NRCS if NRCS is not available. At the end of the day, run a final Applications Received Report, CCC-1200 Status Report, and CCC-1200 Technical Practice Status Report. Provide all three reports to NRCS and retain a copy.
The last day to issue earned EQIP payments including EOA payments is September 30, 2004.
The last day to establish EQIP receivables and claims is September 30, 2004.

**Farm Loan
Programs
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of September:

Reminder
After receiving Report Code 660-A & 660-D, County Offices are to report the status of limited resource reviews to the State Office by September 30.
DDs shall obtain and reconcile monthly Guaranteed reports.
Farm Loan Managers shall submit, "Report on Accounts Greater than 10 Years Past Due" by October 10
Farm Loan Managers shall submit report, "Accounts 5 to 10 Years Past Due" by October 10
Farm Loan Technicians shall submit Exhibit A, "Monitoring Use of 51-S Flags" (OK Notice FLP-365) to the respective Legal Servicing unit no later than the last workday of each month.

**Price Support
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of September:

Reminder
None

**Production
Adjustment
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of September:

Reminder	
DCP Overpayment Register must be run every 60 days.	
Producers with ornamental nursery production eligible for NAP or an aquaculture facility must file FSA-578 by September 30 for the ensuring crop year. 1-NAP, subparagraph 181 F and 180 D.	
Run reconstitutions reports included in 2-CM (Rev. 5), paragraph 520 before farm records rollover.	
Date	Activity
September 1	Final planting date for fall (planting period 03) spinach
September 30	Application closing date for over-winter (planting period 01) spinach.